



U.S. REP. MELISSA HART

**1508 Longworth House Office Building
Washington, DC 20515
(202) 225-2565**

Dear Student,

We invite you to apply for unpaid internships in any of our offices. These highly competitive positions offer unique opportunities for you to gain an insider's view of the legislative process.

Interns play an important role in our Washington, D.C. and district offices. Duties include helping with general office work such as answering phones, opening mail, and sending faxes, and interns help communicate with constituents and handle basic constituent requests. In addition, we encourage interns to attend hearings, briefings, bill markups, and press conferences.

Because we want the internship experience to provide intellectual challenge beyond typical intern duties, we assign interns special projects that allow them to research and propose legislative initiatives to the Congresswoman. Interns also have the opportunity to shadow several staff members to gain an inside view of legislative work.

Although we accept applications from younger students, preference will be given to college juniors, seniors or graduate students. Ideal candidates should possess good oral and written communication skills, demonstrate knowledge of computer applications, and exhibit creativity and initiative. In general, applicants should be able to make a commitment of at least 6 weeks and have consistent availability throughout their internships.

The following deadlines apply:

	Application Deadline	Notification Deadline
Fall (Sept. – Dec.)	July 1	August 1
Spring (Jan. – April)	Nov. 1	Dec. 15
Summer (full or half summer)	April 1	April 15

If you are interested in applying or have any questions, contact:

Eleas Phillips
Office of Congresswoman Melissa Hart
1508 Longworth House Office Bldg.
Washington, DC 20515

Phone: (202) 225-2565

E-Mail: eleas.phillips@mail.house.gov

Internship Application

Congresswoman Melissa A. Hart

Full Name: _____

Social Security: ____/____/____ Birthdate: _____

Home Address:

School Address:

Phone: _____

E-mail Address: _____

In which office(s) would you prefer to intern?

District Office _____ Washington, D.C. Office _____ Either _____

Dates available to participate in the program (be as specific as possible):

College or University: _____

Current year: ____ Freshman, ____ Sophomore, ____ Junior, ____ Senior,
____ Grad Student (if so, what degree program? _____)

MAJOR: _____ MINOR: _____

Are you planning to get academic credit for this internship? _____

If YES, Number of course credits you anticipate: _____

Name and Phone of Program Coordinator: _____

Please include a copy of course requirements/expectations.

How did you learn about this program? _____

Briefly explain why you would like to intern for Congresswoman Hart.

After reviewing the description of internships in our office, briefly identify which aspects of the work you think you would most enjoy and a few you would find least appealing. Explain the reasons for your choices.

Please attach a resume, a recent transcript, and at least one letter of recommendation. Return the completed form and attachments to:

Internships in Washington Office

U.S. Representative Melissa A. Hart
1508 Longworth House Office Building
Washington, DC 20515
Attn: Intern Coordinator

Internships in Pennsylvania

U.S. Representative Melissa A. Hart
2525 Rochester Road
Cranberry Township, PA 16066
Attn: Intern Coordinator